



Maintenance Helper

Announcement # D-03710

Salary: \$11.20 per hour Series/Grade: NA 4749 05

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: MWR Maintenance Division – Dahlgren, VA

OPENED: 02 July 2010

CLOSES: Open Til Filled

AREA OF CONSIDERATION: ALL SOURCES

Flex Position (0 – 40 hours per week)

TO APPLY: Download forms on <https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>

Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.*

DUTIES AND RESPONSIBILITIES:

Serves as an assistant to a higher grade maintenance worker/mechanic in maintaining all equipment and facilities in optimum operating condition. Assists in the performance of one or more trade practices associated with occupations such as carpentry, plumbing, electrical, air conditioning, painting, and other related trades. Assignments may include, but are not limited to: performing general maintenance, repair and or alternations to doors, floors, walls, ceilings, windows, electrical switches, light fixtures, commodes, wash basins and showers. Assist in repair of recreation/mess equipment and appliances. Assists in simple plumbing repairs, replacing faucets or washers, repairing toiling flushing devices, clearing clogged pipes and tightening leaking pipe joints. Assists in light maintenance on air conditioning units. Drives motor vehicles to and from work sites, warehouses and dumps. Maintains maintenance shop in a safe and clean condition. Performs other duties as assigned.

QUALIFICATIONS:

Available to work days, nights, weekends and holidays. Basic knowledge of trade practices sufficient to complete simple tasks using common skills. Familiarity with safe use of common hand and powered tools. Possession of or ability to obtain a valid state driver's license. Ability to lift, carry and set up equipment weighing up to 10 pounds. Occasionally lift, carry and set up equipment and materials weighing 40 pounds or more.

Visit our web site:

<https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Visit our web site:

<https://www.cnmc.navy.mil/ndw/Jobs/OpenPositions/index.htm>